Mott Foundation Grant Reporting Form Financial Report

The narrative and financial reports <u>must</u> be submitted together. They cannot be processed separately. If you have any questions regarding the completion and submission of this report, please feel free to contact your Mott Foundation program officer. This form is four (4) pages not including these instructions. Please scroll down to complete all sections of the form.

Please review the "Reports" section of your grant agreement letter and follow the instructions below.

Instructions:

- ➤ Use this reporting form for project grants only. For general purposes grants, submit a copy of your organization's financial statements that include the reporting period.
- ➤ Your organization must report project expenditures against the approved budget submitted with your proposal and referred to under the "Reports" section of the grant agreement letter. If the approved budget included funding in addition to that of the Mott Foundation, be sure to report on the entire budget, not just the Mott Foundation funds.
- ➤ If the approved budget has been revised, you should report against the revised budget.
- ➤ If your approved budget covers multiple years, be sure to report on the cumulative expenditures since the beginning of this grant.
- ➤ Please pay particular attention to any line items for which expenditures were limited in the "Grant Accounting" section of your grant agreement letter.
- Foreign organizations may complete this form using your local currency if that is how the approved budget was presented. If you do, be sure to identify the currency on page 1 and complete the section on page 2 detailing the exchange rate on the date Mott funds were received.
- ➤ If this is your <u>final grant report</u>, be sure to complete and submit pages 3 and 4.
 - Use section 3 to explain the reason for any excess funding or overspending.
 - Use section 4 to explain all overrun variances that exceed <u>both</u> \$1,000 and 10% of the budgeted line item amount.
- ➤ When completed, please upload completed narrative and financial reports at:
 - http://www.mott.org/dashboard/login (your email address is your username)
- ➤ Note:
 - Click the "Highlight Existing Fields" button to see where to enter information.

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Grantee Information						
Grantee Name: Project Title: Grant Number:	Period Covered:	(start date of grant)	_ through: (end date o	f reporting period)		
1. Budget and Cumulative Expenditures						
You must report on the approved budget submit be sure to report on these funds also. If your begrant covers multiple years, be sure to include beginning of this grant, not just for this reports	oudget has change the total budget o	ed, report agair	ist your revised b	oudget. If this		
Budget Line Item	Original Approved Budget	Revised Budget	Actual Cumulative Expenditures	Balance Remaining (Overruns)		
Totals:			[0]	[h]		
[a] [b]						
If figures are reported in non-U.S. dollars, please identify the currency:						

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2. Funding Sources						
List all sources of funding (including the Mott Foundation grant) received for this project with their related grant periods. Report the amount of funding that corresponds to the approved budget and time period covered by the Mott Foundation grant.						
Source	Grant Period Start Date	Grant Period End Date	Total Amount			
	Total Fund	s Available:				
	I UIAI FUNG	S AVAIIADIE:	[c]			
If expenditures and funding sources are reported in a foreign currency (non-U.S. \$), please provide the						
if experientations and funding sources are reported in a foreign currency (non-0.5. \$), prease provide the						

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COMPLETE THIS SECTION ONLY FOR THE FINAL REPORT

3. Project Funding	3. Project Funding Summary					
Total funds avai	ilable from [c] section 2:					
Less total actual	Less total actual cumulative expenditures - from [a] section 1:					
	Excess funding (overspending) *					
	(For excess funding, see the "Undisbursed Funds" section of the Mott Foundation grant agreement letter for possible refund due.					
* Explain the	* Explain the reason for any excess funding or overspending of expenditures for this project below.					

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4. Budget Variances					
Explain all overrun variances in column [b] from section 1 that exceed both \$1,000 and 10% of the budgeted line item amount.					
Budget Line Item	Amount of Overrun	Explanation			